

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

Honoring California's Veterans

CLASSIFICATION: Associate Governmental Program Analyst (\$4400 - \$5348)
Will also consider: Staff Services Analyst (\$2817 - \$4446)
Will also consider T & D (Training & Development)
Permanent, Full Time

LOCATION: Department of Veterans Affairs
Veterans Services Division- Oakland DO
1301 Clay Street, Room 1130N
Oakland, CA 94612-5209

Who Should Apply: Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement are encouraged to apply. SROA PROVISIONS APPLY. Eligible honorably discharged veterans are encouraged to apply provided the above criteria are met. For those individuals who do not meet the above criteria, may qualify to take or apply for a civil service examination based on minimum qualifications for the classification. To view all civil service examinations offered by the State of California or the CA Department of Veterans Affairs, please visit our website at www.cdva.ca.gov. You may also view other examinations offered by the State Personnel Board at www.spb.ca.gov.

INFORMATION FOR STAFF SERVICES ANALYST (SSA) APPLICANTS:

Open List Applicants: You must provide evidence of meeting the educational requirements as stated in the minimum qualifications exam bulletin.

SSA Transfer Applicants: You must provide proof of successfully completing the SSA Transfer exam.

DUTIES AND RESPONSIBILITIES: (Duties will be commensurate will the final class selection)

Under the direction of the Veterans District Office Manager, the AGPA provides assistance on behalf of veterans, their survivors, and dependents by initiating, developing, presenting, and appealing claims for benefits administered by the USDVA.

- Each representative is expected to evaluate rating decisions, prepare memorandums, make oral presentations, write appeal statements, respond to all forms of inquiries, research medical treatise and USDA regulations and perform administrative and clerical support functions as necessary to satisfy individual caseload responsibilities.
- Represent California veterans and their dependents in claim and appeals to maximize benefit entitlement for all benefits administered by the USDVA
- Review and analyze decisions rendered by the USDVA and either agree or initiate disagreement or appellant action as the accredited representative.
- Prepare briefs and statements of the accredited representative for presentation to the hearing panels at the USDVA Oakland Regional Office or the Board of Veterans Appeals.
- Respond to inquiries from the public and other interested parties seeking clarification of benefit programs offered by USDVA and the State of California.

HOW TO APPLY: CA Department of Veterans Affairs
1227 "O" Street, Room 404
Sacramento, CA 95814
Attention: Vicki Jukich, Ref: M80 #244 07/08

Inquires:
Voice: (916) 653-2535
TDD: (916) 653-1966

FINAL FILE DATE: August 4, 2008

In Line #12 on the State Application, you must reference M80 #244 07/08 and clearly indicate your basis of eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process.

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERAN AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. BRD RELEASED: 7.23.08
Position # 830-220-5393-803